



COUNTY OF SAN DIEGO

**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ADMINISTRATIVE SECRETARY I  
ADMINISTRATIVE SECRETARY II

Class No. 002756  
Class No. 002757

■ CLASSIFICATION PURPOSE

To perform a wide variety of personal secretarial duties for a County manager or executive; to assist the manager or executive with routine administrative duties; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in the Administrative Secretary class series are allocated to county executives/high level managers that require full time secretarial assistance. The level at which the secretary is allocated is determined by the level of the manager served. The Administrative Secretary I and II differ from the Administrative Secretary III and IV levels in that positions in the latter classes serve as a confidential secretary to officials, department Directors, Assistant Directors or Deputy Directors in large departments. The Administrative Secretary class series differs from the legal secretary series in that the latter are allocated to attorneys in County Counsel, District Attorney, Public Defender, Alternate Public Defender and other applicable departments. The Administrative Secretary series differs from the clerical series by greater typing proficiency, and the fact that classes in the clerical series perform general office support duties and report to higher level clerks.

Administrative Secretary I:

Under general supervision, this entry-level class of the series is responsible for providing personal secretarial services to executives or managers.

Administrative Secretary II:

Under general supervision, employees in this class are responsible for providing personal secretarial assistance to executive managers who serve as Assistant/Deputy Directors of small to medium-sized departments, unclassified managers, or managers with significant administrative responsibility which includes serving as a division chief, formulating and implementing department policy and acting as a liaison with a variety of outside agencies.

■ FUNCTIONS

**The examples of essential functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Administrative Secretary I and II:

Essential Functions:

1. Takes and prepares minutes of meetings.
2. Types minutes, correspondence, memoranda, reports, documents, orders, payrolls, briefs and statistical data such as charts, tables, and graphs.
3. Sets up and maintains office files, records and indices using computer applications that include use of electronic mail, word processing, spreadsheet and special databases.
4. Maintains control files to monitor status, and expedites the completion of staff assignments.
5. Schedules appointments, coordinates time, place, and participant arrangements for meetings.
6. Sorts, screens, and routes incoming mail.
7. Provides general information to office and telephone callers and/or refers them to appropriate party.
8. Compiles and summarizes information, data, and figures for reports.

9. May lead subordinate staff in routine clerical assignments.

Non-Essential Functions:

1. Maintains office supply inventories and orders supplies.
2. Assists in carrying out administrative policies and procedure.
3. May take dictation and transcribe from dictating equipment and shorthand notes.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A wide variety of typing layouts and formats.
- Business English, including spelling, punctuation, grammar, capitalization, and word usage.
- Indexing and filing rules and systems, including alphabetical, chronological, numerical, subject area and tickler.
- The operation and uses of office equipment including personal computers, electronic and memory typewriters, calculators, copiers and dictation machines.
- Modern office and record keeping procedures and practices.
- Basic arithmetic.
- Related rules, policies, and manuals of the County of San Diego.
- The organizational structure of the County of San Diego.

Skills and Abilities to:

- Use word processing, spreadsheet, and other computer application programs and equipment in the production of work.
- Use electronic mail systems.
- Operate a wide variety of modern office equipment.
- Type with speed and accuracy.
- Take and transcribe dictation accurately.
- Read, understand, follow, and explain policies and procedures.
- Compile and summarize statistical, financial, and other data in spreadsheet and tabular formats.
- Proofread and review work for accuracy, correctness, and completeness.
- Access and utilize data from a computerized record keeping system.
- Prioritize and route incoming and outgoing mail.
- Monitor staff assignment deadlines.
- Greet and assist callers in person and by telephone in a tactful and diplomatic manner.
- Deal tactfully, and communicate clearly and effectively with administrators, officials and others.
- Make arithmetic calculations.
- Maintain confidentiality.
- Compose correspondence and routine reports.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Administrative Secretary I:

1. One (1) year of progressively responsible full-time experience performing secretarial duties such as those listed above; OR,
2. Completion of an administrative, office, or front desk certificate program from a recognized community or business college.

Administrative Secretary II:

1. One (1) year of full-time secretarial experience at the level of Administrative Secretary I in County of San Diego; OR,
2. Two (2) years of progressively responsible full-time experience performing a wide range of secretarial duties; OR,
3. Completion of an administrative, office, or front desk certificate program from a recognized community or business college; AND, one (1) year of the required experience.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in these classes, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in these classes may be required to use their own vehicle.

### Certification/Registration

An original unaltered typing certificate for at least 50 net WPM with a maximum of 5 errors must be attached to the application. The certificate must state that the typing test was for at least five (5) minutes with two (2) gross words penalty for each error. Certificates must be no more than two (2) years old.

Some positions for Administrative Secretary I and II may require shorthand or speed writing skills. If you wish to be considered for these positions, you must submit an original shorthand or speedwriting certificate for at least 90 net WPM with 95% accuracy for two (2) minutes. The certificate must not be more than two (2) years old from the date that you file your application.

### Working Conditions

Office environment; exposure to computer screens.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

### Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

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Administrative Secretary I (Class No. 002756)  
Administrative Secretary II (Class No. 002757)

Union Code: CL      Variable Entry: Y  
Union Code: CL      Variable Entry: Y